

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459, TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY (Pending Approval)**

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**ISSUE DATE:** March 18, 2022

**CLOSING DATE:** April 8, 2022

**OPEN TO:** Interested individuals who meet the requirements

**SALARY:** \$18.00 per hour

**DIVISION:** The State Museum

**POSTING #** STA-2022-016

**TITLE:** Youth and Families Educator (Hourly Position – TES 944 hours per fiscal year)

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**DEFINITION:** Under the direction of a supervisory official, in a state department or agency, is responsible for teaching a variety of programs for youth and family audiences. These may include school field trip workshops, gallery drop-in activities and family oriented events. May participate in the development of programs and events, and coordinate logistics as needed. Occasional evening and weekend work as needed.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**POSITION DESCRIPTION:**

*Teaching and providing educational content*

- Teach field trip workshops on a regular basis, focused on preschool to 8<sup>th</sup> grades.
- Teach Museum related activities focused on visitors with children ages 0-12 in drop-in gallery programs or special events.
- Attend training to refresh knowledge of workshops and learn new workshops as needed.
- Participate in growing teaching skills by reflecting on presentation style, content knowledge and group management.
- Seek help as needed to improve teaching technique; through online webinars, education journal articles, requests for professional development and peer review.
- Work evenings and weekends as needed when programming is scheduled.

*Bureau Participation*

- Provide suggestions for new programs, marketing efforts and/or logistical procedures based on feedback from groups, families and personal expertise.
- Participate in evaluating programs by conducting surveys, interviews and focus groups as needed.
- Set up, break down and participate in facilitating activities at special events throughout the year (some weekends and evenings required).
- May be given opportunities to develop new programs as needed.

**Knowledge and Abilities:**

- Knowledge of child development and effective teaching strategies for each stage.
- Knowledge of learning styles and relevant learning theories for informal education and social learning environments.
- Knowledge of customer service techniques for communicating effectively and courteously with the public, volunteers and peers.
- Familiarity with state education standards.
- Ability to interact with the public, volunteers and peers in a courteous, timely and efficient manner.
- Ability to understand and carry out oral and written instructions.
- Ability to work independently within the prescribed procedures and policies of the Museum.
- Ability to communicate effectively with the Curator of Education, regularly updating on the progress of projects and delegating tasks as needed.
- Ability to multi-task, perform in stressful situations and ask for help as needed.

- Knowledge of policies, procedures and regulations of the Museum, after a period of training.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Education, History, Art History, or American Studies, Museum Studies; teaching experience preferred.

**EXPERIENCE:** Equivalent of 2 years experience in providing youth education.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement #2022-016 in subject line, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> ) by close of business (5:00 p.m.) on the closing date (April 1, 2022) to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov).